



NIMESH PAREKH

OPERATIONAL ASSISTANT



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9929876287



374, RAMPURA BAZAR
NAYA KATLA



KEY SKILLS

- GOOD INTERPERSONAL AND COMMUNICATION SKILLS.
- ABILITY TO WORK UNDER PRESSURE.
- ABILITY TO HANDLE COMPLEXITY AND AMBIGUITY.
- MAINTAINING GOOD RECORD OF ACCOUNTS WHICH ARE UNDERSTOOD BY OTHERS.
- KNOWLEDGE OF TALLY ERP 9.
- BASIC KNOWLEDGE OF SAP.



CAREER OBJECTIVE

BUILD A CHALLENGING CAREER IN AN INDUSTRY THAT WILL EXPLOIT MY SKILLS TO THE FULLEST EXTENT. I WANT TO EMERGE AS A SUCCESSFUL, TRUE PROFESSIONAL THROUGH MY 'CAN DO' ATTITUDE, HARD WORK, CONFIDENCE PERSONALITY, HIGH MOTIVATION & ALWAYS WILLING TO WORK.



EDUCATION

COMMERCE COLLEGE

M.COM(ABST)
57.22
2016

COMMERCE COLLEGE

B.COM
50.22
2014

BRIGHT LAND SCHOOL

12TH
62.00
2011

ICAI

INFORMATION TECHNOLOGY TRAINING COURSE

2011

CARRER POINT

INDUSTRIAL ACCOUNTING COURSE

2017



EXPERIENCE

MRF LTD.

OPERATIONAL ASSISTANT

06/08/2018 - PRESENT

- CHECKING OF CLAIM FORWARDING DOCKET.
- SENDING ASL AND PSNR REPORTS.
- ENTERING CLAIM FORWARDING DOCKET AND INSPECTIONS DETAILS IN THE SAP
- HANDLING QUERIES OF THE CUSTOMER AND DEALERS REGARDING CLAIM.

TAX ADVOCATE AND ASSOCIATE

EXECUTIVE ACCOUNTANT

01/04/2017 - 20/03/2018

- KNOWLEDGE OF MS WORD/EXCEL/POWERPOINT.
- KNOWLEDGE OF GST.

INTERESTS

FINANCE
CRICKET
POLITICS

- PREPARATION OF PURCHASE AND SALES VOUCHERS.
- PREPARATION OF RECEIPT AND PAYMENT VOUCHERS.
- PREPARATION OF BANK RECEIPT AND PAYMENT VOUCHERS.
- PREPARATION OF SUPPLIER AND CUSTOMER RECONCILIATIONS STATEMENTS.
- PREPARATION OF BANK RECONCILIATION STATEMENTS.
- PREPARATION OF GST STATEMENT.



PERSONAL PROFILE

Date of Birth : 02/07/1993

Marital Status : SINGLE

Nationality : INDIAN

Known Languages : ENGLISH, HINDI, GUJARATI

Hobby : I LIKE TO UPDATE MYSELF THROUGH NET SURFING I LIKE TO MEET NEW PEOPLE I LIKE TO READ BOOKS

Passport : NO



PERSONAL STRENGTHS

PUNCTUAL
HARD WORKING
SELF MOTIVATED



DECLARATION

I AM KEEN TO CONTINUE MY CAREER AND PREPARED TO WORK HARD IN ORDER TO ACHIEVE MY ORGANIZATION OBJECTIVES AND I HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE.

Date : 22/10/2018
Place : KOTA

